



U.S. Department
of Transportation

**Federal Aviation
Administration**

Memorandum

Subject: ACTION: Dissemination of Information to Protect
Proprietary Information Submitted with a Petition for
Exemption

Date: May 6,
2002

From: Manager, Transport Airplane Directorate,
Aircraft Certification Service, ANM-100

Reply to
Attn.of: ANM-02-
113-005

To: SEE DISTRIBUTION LIST

Please forward the following information to manufacturers within your area of responsibility where there is a reasonable possibility that the manufacturer will petition for an exemption under the provisions of 14 CFR Part 11 in the near future.

Procedures for Filing a Petition for Exemption to Protect Proprietary Data

As part of the recent changes to 14 CFR Part 11, the procedure for submitting petitions for exemption is described in Section 11.63(a) and 11.63(b), as follows:

How and to whom do I submit my petition for rulemaking or petition for exemption?

(a) For paper submissions, send the original signed copy of your petition for rulemaking or exemption to this address: U.S. Department of Transportation, Docket Management System, 400 7th Street, SW., Room PL 401, Washington, DC 20591-0001.

(b) For electronic submissions, submit your petition to Federal Aviation Administration (FAA) through the Internet using the Docket Management System web site at this Internet address: <http://dms.dot.gov/>.

The material submitted in support of a petition for exemption may vary widely in content and detail. In some instances, manufacturers include proprietary information as supporting information for their request.

It has recently come to our attention that petitions for exemption made to the Docket Management System have not always been properly screened to protect proprietary data. As a result, I recommend that the following procedure be followed to ensure that proprietary data is adequately safeguarded from public disclosure:

- a. Segregate all proprietary information from the formal petition and forward it to the appropriate Directorate in lieu of sending it to the Docket Management System. Please make a statement in the formal petition indicating that additional proprietary information has been provided under separate cover to the appropriate Directorate.

- b. Continue to send non-proprietary data and all other information required by the petition for exemption to the Docket Management System. A copy should also be sent to the appropriate Directorate.

The FAA is considering changes to 14 CFR Part 11 in the future to ensure proper protection of proprietary information submitted in support of a petition. Until those changes are in place, please help us to implement these protective measures.

We appreciate your assistance in ensuring that company proprietary information is protected from inadvertent disclosure.

If you have questions, please contact Pat Siegrist, at (425)227-2126.

Vi L. Lipski

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